

NOTICE TO CONSULTANTS
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu (City), Department of Environmental Services (ENV) plans to use the services of a firm or individual to: (1) Prepare a detailed RFP for a Laboratory Information Management System (LIMS) application for ENV's Wastewater Labs, (2) facilitation and coordination of the proposal/vendor selection process, and (3) coordination with lab personnel and selected vendor for a successful implementation. Funding for the work is now available in the City's fiscal year 2008 Operating Budget.

The scope of work under this solicitation will include:

- a. Manage Project - Consultant will provide Project Management services for the management and coordination of the LIMS RFP development, the LIMS proposal review and selection, and the configuration/implementation processes.
- b. Gather requirements - Meet with key wastewater laboratory personnel to obtain a firm understanding of the labs' data flows, workflows, business practices, laboratory information needs and requirements. (Consultant must have strong background knowledge and experience in the LIMS technology that currently exists).
- c. Develop RFP – Develop and deliver the resulting functional and technical specifications and capabilities, and evaluation criteria for a LIMS Request for Proposal (RFP) document. The RFP will procure a firm and application to provide a Laboratory Information System that will best fit our needs.
- d. Steward the Review, Selection, and Implementation Process – Provide technical assistance in the reviewing and screening of responses to the RFP, including a bidder's conference, and best and final offers demonstrations. Evaluate evaluation criteria, demonstrations, and prepare an evaluation report.
- e. Steward the Configuration / Implementation Process – Ensure that the selected vendor is on-track for a successful implementation. Ensure licensing and maintenance issues are addressed. Implementation includes configuration workshops, documentation, training, Go-Live coordination, and follow-up one-on-one meetings with key lab staff after initial training and the Go-Live (approximately a month after Go-Live). A document of recommendations for improvement would be a product of the one-on-one meetings.

Submittal Materials Requirement

1. Letter of interest.


2. Information on the firm/consultant:
 - a. Name of the firm, the principle place of business, and location of all its offices;
 - b. The age of the firm and its average number of employees over the past five years;
 - c. The education, training, experience, and qualifications of key members of the firm;
 - d. The names of five clients who may be contacted with their email and phone numbers, including at least two for whom services were rendered during the preceding year for projects similar to this project's scope; and
 - e. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules.
3. Other related information:
 - a. Proposed staff commitment, including any sub-consultants, and descriptions of their roles and responsibilities;
 - b. Qualifications/experience and capabilities of the proposed staff, including any sub-consultants. The information shall, at minimum, include: (1) Current knowledge of the functionality and technical details of existing laboratory information system applications and providers; (2) knowledge on business practice changes that would come with a LIMS that could improve QA/QC process and align the laboratory with national standards.
 - c. Qualifications/experience and capabilities of the firm with respect to the tasks related to this solicitation. Provide a list of similar services undertaken and completed within the past five years. Include the owners of the projects, date, the cost of the projects, and the scope of services performed.
 - d. The proposed approach to conduct the work;
 - e. Any other pertinent information that should be considered in the evaluation of the individual's or firm's qualifications.
4. Additional materials to be submitted but are not required:
Promotional material such as brochures or descriptive literature.

Deadline

1. An original, and four (4) hard copies of the SUBMITTAL MATERIALS packet shall be submitted no later than January 30, 2008, 4:30 P.M., Hawaii Standard Time, to:
Ms. Ivy Pescador, Information Technology Manager
Office of Administrative Support
Department of Environmental Services
1000 Uluohia St. #308
Kapolei, HI 96707

2. An electronic PDF document of the final SUBMITAL MATERIALS may also be emailed to ipescador@honolulu.gov (original and four hard copies are still required).
3. No facsimiles will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all the services required for the project. SUBMITTAL MATERIALS submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Ms. Ivy Pescador, Office of Administrative Support, Department of Environmental Services, at the above address, or at E-mail address ipescador@honolulu.gov.


for MARY PATRICIA WATERHOUSE, DIRECTOR
Department of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

Posted on website: 12/24/07